

28 December 1955

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MEMORANDUM FOR: Director of Logistics

THROUGH: Chief, Management Staff

FROM: Assistant Director for Basic Intelligence

SUBJECT: Office Business Machines,
Remington Printing Calculator, Model 99

1. In accordance with CIA Regulation No. 7-200, it is requested that one (1) Remington Printing Calculator, Model 99, be furnished this Office. With its establishment as a separate Office under the Deputy Director for Intelligence, the Office of Basic Intelligence assumed sole responsibility for administering its own budget as well as maintaining budget data in connection with the National Intelligence Survey (NIS) Program, which includes the budgeting and accounting for Agency funds allocated to the Department of State, Department of Interior, and Department of Agriculture for production of NIS elements.

2. The requested printing calculator would be used as follows to fulfill the budgetary functions that have devolved upon this organization with its creation as an Office: 1) to reconcile the daily transaction record maintained in this Office with the Fiscal Division's allotment ledger records and the monthly statement of allotments, obligations and expenditures by object classes; 2) to reconcile the allotment control record and the property authorization control record which are maintained in this Office on a daily basis with the monthly Finance Division report of expenditures and property authorization report; and 3) to check and verify for payment billings received by CIA from the government agencies contributing to support of the NIS Program. The requested printing calculator is also required for the budget preparation this Office must undertake in connection with forthcoming fiscal years, in support of its own operation and for the external agency support to the NIS Program.

3. At the present time there are three ten-digit adding machines and one non-listing calculating machine in use by the various divisions in this Office. These machines are used approximately five hours per day for editorial verification of extensive NIS statistical material and the compilation of records and reports by production, supervisory, and administrative personnel.

25 YEAR
RE-REVIEW

Remington Printing Calculator

28 December 1955

4. The experience of this Office indicates that the adding machines now available to it are inadequate for expeditious and proper handling of the budgetary problems set forth above. The requested printing calculator would facilitate more efficient, accurate, and timely budgetary work and would permit substantial savings in working time with consequent increased production.

R. A. KNOWLES

Enclosure:

Form No. 36-125

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